

CHAPTER 4: SECTION 1

CAPITAL CONSTRUCTION

KEY DATES

Within 2 weeks after Long Bill is signed	If FY04-05 project appropriation is needed in FY03-04, contact your field accounting specialist.
June 30	For continuation of expiring project appropriations, all contracts must be effective on or before this date. PO's should be approved and issued.
July 15	Last date to have FY03-04 PO's accepted on COFRS SUSF for encumbrances to automatically roll to FY04-05. EPS users must make sure FY04-05 \$0 AP is processed to activate APPR code or automatic RO transaction will not accept.
July 16	NYPO closes FY03-04 PO's and opens FY04-05 PO's.
July 23	CCCAS turnaround form for reversions due to SCO.
July 23	CCCAS turnaround form to extend expiring projects due to SCO.
August 13	CCCAS turnaround form for continuing appropriations due to SCO.
August 27	Deadline for recording all capital construction continuing spending authority in COFRS.

This chapter discusses issues related to carrying forward and reverting spending authority for controlled maintenance and capital construction project budgets. In addition, the *Capital Construction Accounting Guidelines* (revised October 1998) provide detailed guidance for managing capital construction projects and are available on the SCO website at: <http://www.colorado.gov/dpa/dfp/sco>. This chapter also provides guidance on proper accounting for expenditures, augmenting revenues, and retainages payable related to capital construction projects. Fund 461 is used to account for all appropriated and nonappropriated capital construction activity unless otherwise approved by the State Controller's Office.

The instructions for the Capital Construction Continuing Appropriation Status (CCCAS) turnaround document are included in this chapter (see Section 1.16). For your convenience, a flowchart is available on our website showing the steps involved for fiscal year end, closing a project, and reverting funds.

An agency may choose to record their capital construction appropriations using the book process (see Chapter 2, Section 2.4). However, given the required documentation that must be attached to a carryforward appropriation, it may be more convenient to use a manual AP transaction. Contact your field accounting specialist to plan the method and timing for booking your agency's capital construction appropriations.

Due dates for the CCCAS turnaround forms have been set to ensure timely reversions of projects expiring in FY03-04 and to allow agencies adequate time to record activity for continuing projects prior to establishing spending authority in FY04-05. Due dates are listed on the first page of this section. CCCAS forms may be submitted early. Our goal is to process all CCCAS turnaround forms and related

AP documents within three working days of receipt at SCO and to have all continuation spending authority recorded by August 27 .

If using EPS, a zero dollar or estimated/actual dollar AP is required to activate the appropriation code in order for the RO transaction to accept during the rollover process which will run on **July 16** . The RO transaction is used to rollover EPS encumbrances to the new year. The program uses an edit to verify that the appropriation code has been activated for the new year. If the code has not been activated, the transaction will not process and the encumbrance will not roll to the new fiscal year. In addition, the appropriation code in the old year must remain active through the encumbrance roll process in order for the old encumbrance to be liquidated in the old year. Please contact your field accounting specialist if you have questions about this process or have special requirements. Your field accounting specialist will inactivate FY04-05 appropriations for expiring projects in which no PO transactions roll to the new year.

1.1 Construction Project Applications - State Buildings Form SC4.1

All new capital construction appropriations, both capital projects and controlled maintenance projects, are 100 percent restricted when booked. In addition, new funding for existing projects is 100 percent restricted when booked. In order to release the restriction and receive spending authority for a project, an agency must complete a Construction Project Application (SC4.1). The SC4.1 must be approved by the authorized officials within the agency, forwarded to OSPB for non-higher education agencies or to CCHE for higher education institutions. OSPB and CCHE will then forward the signed form to State Buildings and Real Estate Programs for signature and/or distribution and filing. The SCO does not sign the Construction Project Application form. Agencies should submit to the SCO a properly prepared and agency approved AP document to unrestrict the correct amount of spending authority. The AP will be approved when a completed SC4.1, submitted to and processed by OSPB/CCHE and State Buildings and Real Estate Programs, is received by the SCO. All questions and problems related to capital construction accounting or budget should be referred to your agency's field accounting specialist. All questions related to the completion of the Construction Project Application form should be directed to State Buildings and Real Estate Programs or the applicable central oversight agency, CCHE or OSPB.

1.2 Recording the New Capital Construction Appropriations

The capital construction portion of the Long Bill is effective on passage. As a result, it must be 100 percent booked in the fiscal year the bill is signed by the Governor. This is necessary for proper budget reconciliation and financial reporting.

SCO will establish the following central coding which is necessary for the appropriations to be booked. This includes:

- ♦ Long Bill group accumulator;
- ♦ Long Bill group;
- ♦ Funding source code;
- ♦ Long Bill line item; and
- ♦ Project number.

Agencies are responsible for establishing APP2 records for their capital construction projects. New appropriated capital construction projects should have an all numeric appropriation code. Appropriation codes for new nonappropriated capital projects should begin with an alpha character. Where possible, appropriation codes for continuing projects should be changed to correspond with this coding structure.

Agencies must carefully review the coded draft Long Bill and verify that appropriations for new projects have been assigned a new project number. Appropriations to an existing capital construction project should retain the original project number. Contact Dottie Relaford of the Field Accounting Services Team (303-866-4165) within two weeks after receiving the coded draft Long Bill to request coding changes.

An agency may need to have a FY04-05 project appropriation available in FY03-04. They must contact the SCO within two weeks after the Long Bill is signed to let their field accounting specialist know that the appropriation needs to be booked in FY03-04 and request that the appropriation code(s) be approved. The agency will need to prepare and submit to the field accounting specialist a properly prepared and agency approved AP document with a spending authority indicator (SAI) code of "01" for Long Bill. Spending authority must be restricted until a completed SC4.1 form is received by the SCO.

If an agency does not need the FY04-05 capital construction appropriation in FY03-04, the SCO will record the appropriation as a lump sum in the agency's fund 461 in appropriation code 999. The intent of recording a lump sum appropriation is to ensure that current year appropriations are recorded for statewide financial reporting purposes.

Six-Month Rule: Agencies receiving capital construction appropriations must comply with CRS 24-30-1404(7) which is known as the six-month rule. The purpose of the rule is to get capital construction projects started as soon as the funds are available. The statute requires, except for specific exemptions listed, that a professional services contract be executed and encumbered within six months after the appropriation becomes law. If a professional services contract is not needed, the agency must have a contract with the contractor encumbered within six months of when the funds are available. If the project appropriation is for equipment, a PO should be executed and processed on COFRS within six months of when the funds are available. If the agency cannot meet the six-month rule, they may send a request directly to the Capital Development Committee (CDC) for a recommendation to the State Controller that the deadline be waived. Since the capital construction appropriation is effective upon passage, the six-month deadline is six months after the Governor signs the bill.

A certification form will be sent from the SCO to the agency controller or chief financial officer (CFO) for higher education institutions. This form must be completed for each project that is subject to comply with the six-month rule. The controller/CFO and project manager will certify to the SCO that the encumbrance recorded on COFRS meets the requirements contained in CRS 24-30-1404(7). The certification form should be sent to the SCO via e-mail, wherever possible, and electronic signatures are acceptable.

A memorandum of understanding (MOU) has been signed between the CDC and the SCO regarding the enforcement of the six-month rule. If the full amount of the encumbrance required by the statute cannot be met, the MOU allows a department or institution to include an amount in its project plan that will be encumbered by the six-month deadline. Justification for the proposed amount is required. Once the CDC grants approval of a project plan with a stated encumbrance amount, a waiver for this revised amount will be granted by the State Controller and monitored by the SCO to determine compliance with the statute. If the stated encumbrance amount cannot be met by the six-month deadline, the agency may send a request directly to the CDC for a recommendation to the State Controller that the deadline be waived.

If the appropriation for the project is subject to the six-month rule, agencies need to enter the six-month rule deadline date as the APP2 appropriation code end date. When a purchase order document (PO) is executed and encumbered in COFRS, which meets the statutory requirements

of the six-month rule, agencies need to complete the certification form and return it to the appropriate field accounting specialist who will then change the APP2 appropriation code end date to June 30.

For any capital construction project subject to the six-month rule which does not comply with the rule by the deadline date, the appropriation code associated with the project will be inactivated and no additional budgetary or accounting transactions will be recorded against the project. As noted above, if an agency is not able to meet the six-month rule project deadline, a request may be submitted by the agency directly to the CDC for a recommendation to the SCO that the deadline be waived. If the SCO approves the request, the agency will be notified in writing and the appropriation code end date on the COFRS APP2 record will be changed to June 30 and transactions may be recorded against the appropriation code. Any questions about this policy should be directed to your field accounting specialist.

1.3 Carryforward of FY04-05 Capital Construction Appropriation

The capital construction appropriations that the SCO booked in FY03-04 into each agency's fund 461 as a lump sum must be carried forward into FY04-05 and booked into the proper Long Bill line item and agency assigned appropriation code. Agencies will be responsible for initiating the AP document necessary to carryforward these appropriations. For new projects, the appropriation booked in FY04-05 must be 100 percent restricted until a completed SC4.1 has been submitted, processed by OSPB/CCHE and State Buildings Programs, and received by the SCO. In addition, new appropriations to continuing projects must be 100 percent restricted when booked in FY04-05 unless a completed SC4.1 has been processed.

For continuing projects, the amount to be booked is the amount remaining after all the FY03-04 expenditures are recorded against that appropriation.

In all cases, the AP document used to book the appropriations must be completed with a SAI code of "08" for capital construction carryforwards. This includes lump sum amounts booked because technically they are carryforwards into FY04-05 since the appropriations were effective on passage of the Long Bill in FY03-04 and booked by the SCO.

See Section 1.8 of this chapter for information on the carryforward of ADA project spending authority.

1.4 Capital Construction Carryforwards and Reversions - General Information

In accordance with the headnotes to the capital construction section of the Long Bill, capital construction appropriations, if initiated within the fiscal year of appropriation, are available until completion of the project or for a period of three years, whichever occurs first. Because spending authority does not automatically carryforward on COFRS, spending authority for capital construction projects must be re-established on a project-by-project basis. In addition, uncommitted spending authority on expiring projects must be reverted to the capital construction fund on a project-by-project basis.

Project carryforwards may be completed prior to final close of FY03-04. However, when the field accounting specialist approves the FY04-05 AP, the FY03-04 appropriation codes will be inactivated at the same time. This includes FY04-05 Long Bill projects recorded and used in FY03-04. (See the discussion in Section 1.3 above for other details on the "carryforward" of the FY04-05 Long Bill appropriations.) All FY03-04 appropriation codes should remain active through the encumbrance roll process to properly liquidate the encumbrance in the old year and roll the encumbrance into the new year.

In order to identify which projects should revert and which projects should continue, a CCCAS turnaround form has been designed. In March, the SCO will send a turnaround form to the controller of each agency or CFO of each higher education institution. The controller/CFO will receive a separate CCCAS for expiring projects and for continuing projects. Follow the instructions in Section 1.16 of this chapter for completing the form. AP documents to record the reversion of FY03-04 spending authority or to establish FY04-05 spending authority should be attached to the completed form.

1.5 Capital Construction Appropriations Expiring June 30

The CCCAS turnaround report distributed by SCO will list all appropriated capital construction projects for an agency that are due to expire at June 30. Any discrepancies in the expiration date of a capital construction or controlled maintenance project between the CCCAS turnaround report and the departments records must be discussed and resolved with the departments field accounting specialist. DO NOT change the dates on the CCCAS form. Projects and uncommitted spending authority on this listing will expire unless the project is not complete and a valid commitment voucher exists on COFRS (encumbered on COFRS). Be sure to retain the last period 12 BDA01R report that shows the complete listing of encumbrances before the new year purchase order roll (NYPO) closes the FY03-04 PO's. PO's entered on Friday, July 13, will not be shown on the period 12 BDA01R report. Documentation of the posting of any encumbrance documents on this date must be submitted with the AP document requesting carryforward of expiring funds.

To notify SCO of agency agreement that a project or a portion of a project will revert, complete the CCCAS turnaround form and forward it to SCO by July 23. In addition, please submit a properly prepared and agency approved AP document to reduce uncommitted spending authority for the reversion amount. A SAI code of "06", for capital construction reversions, must be used on these documents.

1.6 Continuation of Expiring Capital Construction Appropriations

To request continuation of committed but unexpended spending authority for an expiring project, a CCCAS turnaround form must be completed and forwarded to SCO by July 23. For each AP please attach documentation to show that the spending authority request for the new year is properly encumbered at the end of the current fiscal year. A copy of the final BDA01R report for the applicable appropriation code will provide sufficient documentation of properly encumbered funds. You should retain the last period 12 BDA01R report that shows a complete listing of encumbrances before the NYPO closes the FY03-04 PO's. PO's entered on Friday, July 11, will not be shown on the period 12 BDA01R report. Documentation of the posting of any encumbrance documents on this date must be submitted with the AP document requesting carryforward of expiring funds. Also, Chapter 1, Section 4 contains information on entering new and modifying existing PO's and RQ's. Please notify your field accounting specialist of any contract-in-process amount. You may only carryforward the amount equal to valid PO's/contracts. No additional uncommitted amounts may be carried forward.

All AP documents used to carryforward the project appropriations from FY03-04 to FY04-05 must be completed with a SAI code of "08" for capital construction carryforwards. The FY03-04 appropriation code will be deactivated when the CCCAS turnaround form is received and the FY04-05 AP is processed. For a valid encumbrance to exist, a contract must have an effective date of June 30 or earlier, or a purchase order must be dated June 30 or earlier. FY03-04 purchase orders must be accepted into COFRS by the July 15 nightly cycle deadline to enable the related encumbrance to rollforward into FY04-05 in the NYPO process. The FY03-04 appropriation code must remain active through the NYPO process to liquidate the PO in the old year. Requisitions in process on June 30 or contracts with an effective date subsequent to June 30

are not acceptable support for requesting the continuance of spending authority for capital construction projects. See discussion preceding Section 1.1 if your agency uses EPS.

1.7 Capital Construction Appropriations Continuing into FY04-05

The carryforward process for projects that were available and active all of FY03-04 will be done on a project-by-project basis and must be initiated by the agency. CCCAS turnaround forms for continuing appropriations should be completed and forwarded as soon as FY03-04 project activity ends. Any discrepancies in the expiration date of a capital construction or controlled maintenance project between the CCCAS turnaround report and the departments records must be discussed and resolved with the departments field accounting specialist. DO NOT change the dates on the CCCAS form. Depending on project needs, agencies may determine priority for processing on the CCCAS turnaround form. However, all CCCAS turnaround forms to reestablish continuing spending authority must be received at SCO by August 13 .

The FY03-04 “unexpended” appropriation amount will be the carryforward spending authority in FY04-05. If there is a restricted amount in the FY03-04 appropriation, it must be carried forward as a FY04-05 restriction. Appropriate documentation is required to release any of the restricted portion of the appropriation.

Please submit a properly prepared and agency approved AP document to record spending authority in the new year equal to the amount of unexpended spending authority at the point of request. All AP documents used to carryforward the project appropriations from FY03-04 to FY04-05 must be completed with a SAI code of “08” for capital construction carryforwards. As indicated above, the FY03-04 appropriation code will be deactivated when the CCCAS turnaround form is received and the AP document is processed.

If it is necessary to record expenditures on a project prior to the carryforward of spending authority, an agency may establish the FY04-05 appropriation code and book a \$0 appropriation in the new year. See discussion preceding Section 1.1 if your agency uses EPS.

Prior to closing a project for FY03-04 and requesting continuation of spending authority for FY04-05, if necessary, matching cash and federal revenue should be earned in the correct proportion to capital construction fund appropriation available for total expenditures. For projects funded wholly or in part with cash funds, including insurance recoveries, and accounted for in the capital construction fund (fund 461), excess cash earnings should be carried forward as cash exempt funds. Cash fund balance should be annotated, revenue source code 9523, on the carryforward AP document. The SCO will use the total annotated fund balance amount to reserve fund balance in the capital construction fund for earned but unspent cash funds.

1.8 Capital Construction Appropriations for Americans with Disabilities Act (ADA)

Capital construction appropriations for the implementation of the Americans with Disabilities Act (ADA) were made to the Office of State Planning and Budgeting (OSPB). The intent of the appropriations was to make structural improvements to state facilities to ensure that they are accessible to individuals with disabilities and to bring the state into compliance with the provisions of the Act.

The project appropriations were made directly to OSPB and available to the agencies for which OSPB had made allocations for specific projects. The appropriations are in COFRS agency code ECB, and through COFRS security, agencies with allocations have direct access to their appropriations. In most ways the appropriation is like any other capital construction appropriation, but there are some significant differences. For higher education institutions, your

ADA activity recorded in COFRS code ECB must also be recorded in your institution's fund 371. See Section 1.14 of this chapter for more information. Other differences are discussed below.

Capitalize Assets: At the end of each fiscal year, agencies must capitalize assets for which construction is complete or record construction in progress for the portion of a project that is complete. See Section 1.11 of this chapter for discussion of this process. There is a unique issue with the ADA projects. Although the expenditures are recorded in agency ECB, the assets and construction-in-progress must be capitalized in the specific agency's accounting records where the improvements take place.

Appropriation Carryforward : All budgetary entries will be done by OSPB staff.

Security and Reports: In order for an agency to access an ADA appropriation allocation, special COFRS security actions must take place. If you need security and do not have it, please have your department's COFRS Security Administrator contact Roger Cusworth of SCO at 303-866-3891. Also, please be sure you are scheduled to receive and/or view reports for COFRS agency ECB.

There are special issues related to federal indirect cost recoveries and ADA projects. Please refer to SCO/COFRS Alert #84 issued December 9, 1994 for details.

1.9 Capital Construction Carryforwards for Nonappropriated Projects

All nonappropriated capital construction projects should be accounted for in fund 461. Agencies that need to re-establish spending authority for nonappropriated projects should follow procedures as noted above for timely establishment of spending authority in FY04-05 except that SAI code "08" should not be used. Instead, the indicator should reflect the authority. For example, if federal dollars authority, use "04"; if statutory authority, use "10". CCCAS forms will not be sent to agencies for nonappropriated capital projects.

1.10 Capital Construction Project funded by the Federal Tax Relief Act Funds

The State of Colorado was awarded federal funds with the passage of the Federal Tax Relief Act of 2003. The Governor decided to use part of these federal funds to address capital safety needs that have been unmet due to the budget shortfalls of the past several years. The following parameters apply to capital construction or controlled maintenance projects funded with these federal funds:

- All projects will be recorded on COFRS, and accounted for in the capital construction fund, fund 461.
- Non-appropriated coding for the funding source and long bill line item number will be used for each project. Appropriation codes must begin with an alpha character.
- Custodial spending authority will be granted for each project, spending authority indicator "04" on the AP document.
- A controlled maintenance or capital project number will be assigned to each project, the project number ending with an F to identify the federal funding.
- SC4.1 forms, Construction Project Application, will be required for each project. Spending authority should be restricted on the AP document unless the SC4.1 form is submitted with the AP. A separate AP will be necessary to un-restrict the funds if the SC4.1 is submitted following the AP submission.
- Six-month rule and three year life provision will not apply to these projects as they are non-appropriated.
- The federal funds will be transmitted to your agency or institution via an IT document.

An IT document for your agency or institution should be entered on COFRS using the appropriate federal grant/contract coding. For these controlled maintenance or capital projects, revenue source code 7505, Federal grant/contract-sub-recipient GOV, must be used. Please contact Flo Nath, 303-866-3141, once the IT is on COFRS and she will code the expenditure portion of the entry and approve the document.

For federal funds not fully expended in FY04, the unspent portion of the funds will be returned to the Governor's Office via an IT document. Additional funds to reimburse the expenditures incurred in FY04-05 will be transferred from the Governor's Office via an IT document following the same process outlined above. Spending authority for the unspent portion of the project should be carried forward as custodial funds, spending authority indicator of "04".

1.11 Art in Public Places

Per CRS 24-80.5-101 and 102, a certain percentage of construction costs of capital construction projects is allocated to the Arts in Public Places program administered by the Colorado Council on the Arts. The expenditure of capital construction funds from the project into the art in public places fund must occur within the three year life of the capital construction project. Funds received in the art in public places fund are governed by the applicable statute. The six month rule or three year life requirements of capital construction projects do not apply to these funds as the requirements were met in the individual capital construction project.

1.12 Capital Construction Fund Expenditures

During FY03-04, expenditures for a capital construction project related to the cost of land, materials and labor used in the construction of a building or permanent structure, or purchase of furniture or equipment should be debited to the appropriate expenditure object code. The SCO Alert #106 provides guidance on the appropriate object codes to be used in fund 461 to record capital construction expenditures.

At the end of the fiscal year and prior to period 13 agency close, agencies should review all capital construction projects to identify projects completed and closed during the year. The intent of this review is to ensure that all costs of the closed projects meeting the capitalization criteria are recorded in a fixed asset account. This includes the reclassification of amounts previously recorded in construction in progress and current year expenditures recorded in various object codes. For capital construction projects completed and closed during the fiscal year, a COFRS JV should be prepared prior to period 13 agency close transferring the total cost of the project, including costs previously recorded in the construction in progress account (account 1860) to the appropriate balance sheet account in the Full Accrual Account Group, for governmental funds (fund 471), or the applicable proprietary fund. For capital construction projects not completed by the end of the year, a COFRS JV should be prepared to record expenditures incurred to date meeting the capitalization criteria in account 1860-CONSTRUCTION IN PROGRESS. Appropriate balance sheet accounts in fund 471, or the appropriate proprietary fund include:

1800	LAND
1810	DEPRECIABLE IMPROVEMENTS TO LAND
1815	NON-DEPRECIABLE IMPROVEMENTS TO LAND
1820	BUILDINGS
1830	LEASEHOLD IMPROVEMENTS
1840	FURNITURE AND EQUIPMENT
1860	CONSTRUCTION IN PROGRESS

See Chapter 9, Section 1.6 and 1.7 for information and examples of entries to record capital assets and related depreciation for capital assets built or purchased with capital construction appropriations.

1.13 Retainage for Capital Construction Projects

Before period 13 agency close on July 28 , agencies should verify that the balances of the retainage accounts (Account 2315) related to each project are correct. If the balance is incorrect, but the expenditure for the payments was recorded correctly, it is not necessary to record a reclassification of the retainage as a liability to the contractor or receivable from the contractor.

If the expenditure was incorrectly recorded, determine if the vendor was either incorrectly over or under paid the amount of the contractor's payment application. Another reason for an error may be that the agency incorrectly recorded the release or final payment of retainage as an expenditure or an expenditure as retainage. If these types of errors occurred, one of the following correcting entries and the related adjustment to the contract encumbrance should be made:

Contractor's payment application overpaid:

Dr. Account Receivable - Contractor
Dr. Retainage Payable
Cr. Expenditure

Contractor's payment application underpaid:

Dr. Expenditure
Cr. Accounts Payable - Contractor
Cr. Retainage Payable

Release or final payment of retainage incorrectly recorded as expenditure:

Dr. Retainage Payable
Cr. Expenditure

Expenditure incorrectly recorded as retainage:

Dr. Expenditure
Cr. Retainage Payable

Higher education institutions should follow the guidance provided in Higher Education Accounting Standard # 9, as revised, when recording retainage payable.

1.14 Automated Year End Fund Balance Sweep Entries

COFRS will process automated JA transactions prior to the final close of period 13 in fund 461 to ensure that agency fund balances in the fund equal zero. The amount of the entry will be the difference between revenues and expenditures in this fund. The entry will debit or credit balance sheet account 3400 with the offset to the cash account 1100. An equal and opposite entry will be made to agency 999 in the same fund. It is the intent of this process to prevent operating agencies from rolling forward fund balances at the agency level in fund 461. An agency can roll forward fund balance in fund 461 if there are nonappropriated projects accounted for in the fund. See the discussion in the next paragraph. Also, these entries will help offset the negative cash position in the 1100 accounts caused by cash not being transferred to the appropriate account to support capital construction fund expenditures.

1.15 Relationship Between Fund 461 and 37X Plant Funds in Higher Education

Higher education institutions should review the details of Higher Education Accounting Standard #9, as revised. The following are the most important points to keep in mind during year end closing:

- ♦ All revenues and expenditures recorded in fund 461 under your agency code and also for ADA activity recorded in fund 461 in agency ECB are duplicated in your higher education unexpended plant funds on COFRS.
- ♦ The amount of revenue recorded in fund 371, or other appropriate plant fund, using revenue source code EBGD, Operating XFERS DOHE/CAPITAL CONSTRUCTION, should be equal to the total expenditures less earned revenues recorded in fund 461 including ADA activity recorded in agency ECB. SCO relies on the revenues recorded under revenue source code EBGD in the 37X funds to be the basis for the reclassification of 461 fund expenditures including ADA activity in agency ECB as capital contributions on the statewide financial statements.
- ♦ Cash revenues are earned in a higher education fund and also recorded in fund 461 in an amount equal to or less than total project expenditures. SCO will eliminate fund 461 revenues and expenditures in the statewide financial statements to the extent cash revenues have been accrued in fund 461 for your agency. Until cash is actually transferred to fund 461, interfund receivable and payable accounts may be needed to balance the revenue and expenditure entries in each fund. Use balance sheet accounts 1371-INTERFUND REC-SAME AGENCY and 2361-INTERFUND PAY-SAME AGENCY. All cash should be transferred to fund 461 within forty-five days of establishing the interfund receivable.
- ♦ Since the booking of the FY04-05 capital construction appropriations into each agency's fund 461 in FY03-04 per Section 1.1 above is a budget entry only, it will have no effect on the relationship between fund 461 and the discreet higher education plant funds.

1.16 Emergency Maintenance Projects

Department of Personnel & Administration (DPA) will notify agencies/institutions annually of emergency maintenance projects appropriated to DPA for the agency/institution that have been completed and for which the total project expenditures were \$50,000 or more. The agency/institution should capitalize the cost of these projects on its books so that indirect cost may be recovered. Emergency maintenance projects with expenditures totaling less than \$50,000 will be expensed in the Statewide Cost Allocation Plan for purposes of indirect cost recovery.

1.17 Instructions for Capital Construction Continuing Appropriation Status Turnaround Forms (CCCAS Forms)

Please review the project information included on this form. If you find errors, mark a line through the incorrect data and write in the correct data. Please verify that the project expiration date agrees with the agencies internal records. Communicate any discrepancy to your department field accounting specialist. DO NOT change the turnaround form. It is the agency's responsibility to provide information on the form as explained below.

FY03-04 AP #: Enter the AP# in this field only for a transaction to revert the appropriation. Prepare an AP transaction to reduce the appropriation spending authority detailed by source (general, general exempt, cash, cash exempt, or federal) to 0. Decrease revenue source codes if previously used. Use a spending authority indicator of "06." Attach a copy or screen print of the APPI, AFISI, AFICI, AFSC tables related to the project.

FY04-05 AP #: Enter the AP# in this field only for a transaction to carryforward the appropriation. Prepare an AP transaction to carryforward the unexpended balance of spending authority detailed by source (general, general exempt, cash, cash exempt, or federal). Be sure to round up the amount to the next dollar. Use a spending authority indicator of “08.” Attach a copy or screen print of both the APPI and AFSI tables related to this project.

Prepared by/Phone Number: Enter the name and phone number of the person who prepares the form.

Date Report Submitted: Enter the date the form is submitted. You may submit this form more than once as you have information completed for groups of projects. For subsequent submissions, enter the notation “2nd” or “3rd” as appropriate, along with the new date.

Turnaround forms may be returned electronically, faxed, or mailed to your field accounting specialist. AP documents must be faxed or mailed.

EXPIRING CAPITAL CONSTRUCTION PROJECTS
AS OF JUNE 30, 2004

AGCY	APPR CODE	FUND	FUND SOURCE	PROJECT NUMBER	APPROPRIATION NAME	EXPIRES	FY 04 AP #	FY 05 AP #
RAA	250	461	UCA	M00105	M00105 CSP ACADEMY CAMP GEORGE WEST	2004		
RAA	255	461	UCK	P0065	P0065 CSP GREELEY BLDG ACQ/MINOR RENOV	2003		
RAA	497	461	VAA	P0104	P0104 INSTANT BACKGROUND CHECK	2004		
RAA	288	461	PAA	P9646	P9646 CPS TELECOM SYS MAINT	2004		
RAA	495	461	SAK	P9768	P9768 INFO CNTR NETWORK CBI	2003		
RAA	498	461	TEE	P9945	P9945 CBI CCIC CAPACITY UPGRADE	2004		
RAA	293	461	TEK	P9946	P9946 CSP MOBILE DATA COMPUTER INIT	2004		

Prepared by: _____

Phone Number: _____

Date Submitted: _____